

ENGLISH ADMINISTRATIVE ASSISTANT

PART TIME POSITION

POSITION OVERVIEW

The English Administrative Assistant is a part-time position at Austin Chinese Church under the English congregation. This position reports to the lead English Pastor. For this role, you'll have to work 15 hours per week on the church campus during normal office hours.

RESPONSIBILITIES

The English Administrative Assistant will have the following responsibilities:

- Work with the English pastors on a weekly basis to discuss, plan, and prepare for Sunday services.
- Manage emails and communicate with other ministry leaders, staff, or church members. EAA will also serve as a liaison to other ministries on behalf of the English pastors.
- Manage meetings including preparing agendas, taking notes, distributing action items, and following up.
- Initiate meetings in regards to Baptism on behalf of the English congregation. This includes staying on track with calendar events and tasks as well as keeping all parties involved informed.
- Maintain membership records, keep all information on the Planning Center database updated, and help organize membership classes throughout the year.
- Organize Children Dedication for ACC families by managing applications and creating slideshows for Sunday service.
- Organize and plan thank you events for English pastoral anniversaries and appreciations.
- Proficiency in the following technology platforms: Google Suite, Microsoft Office, Zoom, Mailchimp, Canva, and especially Planning Center.

QUALIFICATIONS / PROFICIENCIES

Christ-follower: The EAA must have a growing faith in God and is willing to serve the church office as a ministry.

Member of ACC: The EAA must regularly worship at ACC and is either a current member at ACC or is willing to become a member at ACC.

Quality Communication: The EAA needs to have a high attention to detail and accuracy and be a strong communicator in both written and oral forms. English proficiency is required, while Mandarin and/or Cantonese is an asset. The EAA needs to be able to take in a large amount of information and summarize it quickly in written and oral forms. The EAA needs to be able to track and respond to communication across multiple channels (emails, texts, Zoom, etc.) without losing details.

High Level of Discretion: Since the EAA will regularly work with confidential information, discretion and sensitivity is a must. In addition to working directly with the English Pastor, the EAA will also collaborate with the pastoral staff and other assistants from other congregations/ministries. The EAA will need to be able to collaborate and communicate well with these team members, maintaining a solution oriented, self-initiating spirit without complaining or gossiping.

Anticipating Needs: The EAA strives to anticipate needs and eliminate friction for the English Pastor whenever possible. This means knowing how to stay ahead of the English Pastor by deeply understanding the rhythm of the English ministry so the English Pastor can focus on the English ministry vision and Sunday worship curriculum. The EAA also needs to stay flexible in anticipation of miscellaneous or spontaneous tasks that require immediate attention.

Contact: If interested, please email Personnel@austinchinesechurch.org for a job application.